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17 January 1947

EXECUTIVE TO THE DIRECTOR

EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Report for the Month of December, 1946 - Personnel and Administrative Branch

The following is a report of the Personnel and Administrative Branch for the month of December, 1946:

I. SERVICES DIVISION

1. Space - An overall plan for the occupancy of space assigned to CIG is under development in order that we may indicate to the Public Buildings Administration the manner in which space presently assigned and that to be assigned will be occupied. On this basis it is intended to justify the assignment of additional space in "M" Building, although PBA accepts this as a matter of fact, and, also, to justify the procurement of Briggs School located at 22nd and E Streets, N.W. The latter space has been requested by S.O. for the purpose of moving Assessment out of Que Building.

2. Reproduction - Due to the lack of progress on the part of the State Department for developing a plan about turning over the reproduction plant in South Building, it has been necessary to take action to set up certain reproduction equipment in the attic of the South Building. This will include photostat, microfilm, and offset reproduction equipment.

3. Property Accounting - Several of the offices have been slow in establishing property accounts in accordance with existing instructions. Action is being taken to audit such accounts which are delinquent and bring the matter to the attention of the Assistant Directors concerned, in order that action will be taken to require personnel responsible for this function to take the necessary steps to establish the accounts required.

4. Transportation - The Transportation Section is taking action to establish important contacts with the several commercial transportation concerns in order that personnel and their personal effects can be moved throughout the world with the greatest possible security. Such contacts have existed with certain companies in the past, but due to the expansion of CIG activities the number of contacts of necessity will be increased.

5. Volume - The following is the volume of business handled by the Services Division during the month of December, 1946:

Total number of requisitions received	440
Disbursed as follows:	
Procurement Unit	233
Storage & Issue Unit	134
Reproduction Section (Rubber Stamps)	15
Appliance Maintenance (Office Machine Repairs)	35
Communications (Stock issue, Bethesda, Md.)	7
Contract Unit	7
Medical Services	3
Special Procurement Officer	4
Real Estate & Utilities	2

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Receiving and Inspection Sub-Unit, Rosslyn, Virginia

Shipments Received

Partial	40
Complete	95

Deliveries

Partial	40
Complete	95
Service Pick-ups	10
Personal Effects Pick-Ups	20
Miscellaneous	70
TOTAL	235

Real Estate and Utilities Unit

Space moves completed	13
Phone calls received requesting services	375
Phone calls placed requesting service	350
Memoranda and requisitions received	27
Memoranda written, requesting service on a reimburseable basis (P.B.A.)	32
Memoranda written, requesting service on a non-reimburseable basis (P.B.A.)	18
Work orders written, requesting service for a three months period (P.B.A.)	18
Amount of funds obligated for above work orders	$61,024.00
Established records on newly assigned vehicles	3

Military Clothing and Equippage

Enlisted Personnel serviced	125
New items of clothing issued	60 units
Items of salvage exchanged	38 units

Procurement Unit

Invitations to Bid, Standard Form 33	15
Informal Bids, Form 36-101	209
Wire Bids	3
Telephone Bids	8
Purchase Orders -Prepared	418 Typed 418
Total Dollar Value Expenditures	$173,993.37
Total Amount of Decreases from Cancellations	$ 2,099.08

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Property Control Section

During the month of December, 1946, approximately 1896 property vouchers were processed through the Property Control Section. Each voucher was posted and subsequently audited and filed. In addition to this, approximately 43 survey reports were processed by this section and approximately 67 property clearances were issued to individuals terminated from this agency.

Transportation Section

The volume of personnel reservations and cargoes moved for the month of December are as follows:

Personnel

Rail Reservations	80
Air Reservations	17
Hotel Reservations	15
Overseas Reservations	60

Cargo Shipments

Cargo Shipments	38
Weight of Equipment & Baggage	56,468 pounds
Cube	4208.3 cu. ft.

Reproduction Section

Due to the administrative separation of the Reproduction Section and the uncertain conditions mentioned heretofore satisfactory statistics are not available at this writing with the exception of stating that approximately 300 jobs of all types have been processed through the Reproduction Section within the past six weeks. It is known at this time, that this figure will be exceeded in the immediate future and that an upward trend in reproduction services over a long period is expected. Efforts are now being devoted to obtaining an adequate reporting system on reproduction in order that the report of the succeeding months will enable the drawings of conclusion.

II. PERSONNEL DIVISION

1. Status of Personnel in Division - As of 31 December 1946, the Personnel Division had on duty a total of [redacted] employees. There were a total of [redacted] personnel actions pending, the bulk of which are awaiting security clearances. There remains in the Personnel Division a total of 4 positions for which personnel have not been interviewed and action initiated.

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2. Security Clearances - One of the most difficult problems confronting the Personnel Division at this time is the delay in obtaining security clearances through the FBI. As of 31 December 1946 there were [redacted] appointments where the security clearances were requested prior to 11 November 1946. The average time to obtain security clearance is running about six weeks. 25X1

3. Personnel Requirements - The most outstanding problem which confronts the Personnel Division is the lack of knowledge as to the personnel requirements of the various Offices of CIG. This is particularly true of ORE, wherein it appears that the thinking has not been completely organized as to the numbers and types of personnel who will be required to carry on their presently assigned programs. This problem also makes it difficult for the Personnel Division to establish Civil Service positions in order that a recruitment program can follow. At the present time the Personnel Division has not received a single written request for personnel from the Office of Reports and Estimates.

4. Personnel Procurement Section, PSD - The existence of a separate personnel procurement activity for the Office of Special Operations has resulted in misunderstanding and embarrassment in practically every phase of the personnel procurement activity. There have been instances where applicants have been rejected by one personnel procurement activity and they are being actively considered by the other. Efforts are being made to carry on a coordinated program in order to avoid such difficulties in the future.

5. Volume - Following is the volume of work handled by the Personnel Division during the month of December:

(a) Actions

Total new appointments processed	[redacted]
Washington Document Center	
Communications	
S.O. Message Center	
Transfers from ONI	
FBIS field	
Other C.I.G. departmental	
Total	
Appointments pending this date	
Pending reporting	
Pending security	
In process in division	
Total	
Total personnel actions for month	

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(b) Mail and Documents

Approximately 225 separate pieces of mail have been received during each week during this month. This totals about 900 pieces in all, a majority of which has required action of some kind.

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(c) Interviews and Referrals
Over 500 interviews with prospective employees were granted during the month with over 50% of these resulting in referrals to operating officials or the initiation of appointment actions by this division.

III. SECURITY DIVISION

1. Security Division Personnel and Table of Organization - As of 31 December 1946 the Security Division had on duty a total of [redacted] employees, not including investigators and receptionists. The present Table of Organization is inadequate and inefficient. The principal problem in this respect is the inclusion of the Spedial Security Section required by the Office of Special Operations. However, by agreement with the Assistant Director for Special Operations, each individual section of PSD will be worked out as to Table of Organization, personnel, functions, and operating procedures within the next few weeks. 25X1

2. Volume - Following is the volume of the work handled by the Security Division during the month of December:

Cases Pending as of 1 December 1946	
With the F.B.I.	- 241
With the Investigative Staff	- 63
Total	- 304
Cases Completed During December 1946	
By the F.B.I.	- 138
By the Investigative Staff	- 28
Based on prior Investigations of other Investigative Agencies	- 14
Total	- 180
Cases Pending as of 30 December 1946	
With the F.B.I.	- 283
With the Investigative Staff	- 78
Pending Action Within the Security Division	- 127*
Total	- 488

*This figure includes the following:
(a) Personal History Statements that are being processed through the File Room and reference index for information on Subject and Subject's references.
(b) Cases being acted upon by the Liaison Unit, their being evidence of a prior investigation having been made.
(c) Reports that have been received and are being reviewed.
(d) Disapproved cases on which action is not completed.

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IV. FINANCE DIVISION

1. Allotment of Funds - Heretofore it has been impossible to allot funds to the various organizational units of CIG except in small sums as required, because of the various changes which were contemplated and the indefiniteness of the personnel and other requirements. However, during the month of January, 1947, allotments of funds will be made by major organizational units. A proposed Administrative Order is now in process to cover this procedure.

2. Special Funds - A training program for all personnel going overseas, except for FBIB of the Office of Operations, has been instituted in which a comprehensive course on the use of handling Special Funds is presented. It is hoped that this will eliminate misunderstandings which might have existed heretofore as to the use of such funds.

3. Volume - Following is the volume of work handled by the Finance Division during the month of December:

1. Budget Section

(a) Budgetary Approval - Personnel Actions

Form 37-3	Personnel Action Request	323
Form WD-50A	Notification of Personnel Action	331
Cancellations	(Of Form 37-3)	3
Total		657

(b) Allotment Advices Issued

No. of Advices	Amount
11	[redacted]

25X1

(c) Reviewing and Coding Obligation Documents

No. of Documents	Amount
370	[redacted]

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2. Fiscal Section

(a) Accounts

(1) Machine and Hand Postings
(2) Reports Submitted
(3) Billings on Standard Form 1080
(4) Collections Processed

[redacted]

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(b) Payroll

(1) Time and Attendance Reports
(2) Payroll Cards prepared
(3) Personnel Actions processed
(4) Leave Records prepared
(5) Personnel Folders prepared
(6) Checks handled per month
(7) Change Slips (computations made monthly)
(8) Employees who have bond deductions
(9) Postings made on individual payroll cards each pay period
(10) Postings made on individual payroll cards monthly

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(c) Miscellaneous Claims Unit

(1) Letters or memos written
(2) Vouchers processed for payment
(3) Obligations pre-audited
(4) Exceptions to obligations preaudited

(d) Fiscal Processing Unit

(1) Bills
(2) Purchase Orders
(3) Receiving
(4) Vouchers
(5) Mail (incoming)
(6) Supplies
(7) Requisitions
(8) Property Cards
(9) Travel Orders

(3) Travel Unit

(1) Transportation Requests Issued
(2) Travel Orders issued

	Vouchers Received	Vouchers Processed	Vouchers On Hand
1012's			
1067's			

25X1

In addition to the information reflected above, it should be borne in mind that the group servicing the Central Intelligence Group has at the same time performed the liquidation functions of the Strategic Services Unit. The volume of work handled on behalf of the Strategic Services Unit to current date has been considerably greater than the volume processed on behalf of the CIG.

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V. LEGISLATIVE LIAISON DIVISION

1. Congressional Liaison - The principal problem confronting the Legislative Liaison Division is that of obtaining the cooperation of the various Offices in referring Congressional inquiries and other problems of a general legislative nature to this division. Action is being taken to correct this situation to the extent that it is possible to do so.

VI. COMMUNICATIONS DIVISION and PROJECTS SUPPORT DIVISION

Reports have not been submitted by these two divisions due to the lack of sufficient notice in order to establish statistical information required for the purpose of preparing such reports.

[redacted] 25X1

Colonel, AGD
Executive for Personnel and Administration

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